



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
OKMULGEE, OK 74447  
Telephone (918) 732-7827  
Toll-Free (800) 482-1979  
Fax (918) 756-2284

Submitted Date 01/15/2015	Employee Requisition Number ER-15107	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>CERTIFICATION SPECIALIST</b>			
Pay Grade SG 7	Salary Range \$22,380-29,161	Classification Full Time	
Department: FOOD DISTRIBUTION	Location: Coweta	Location Code: 99	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Works under the supervision of the Certification Supervisor. Perform a wide range of activities in certification requirement of FDPIR recipients.
Principal Duties and Responsibilities:	Responsible for carrying out eligibility, certification and outreach procedures which meets the requirements of FNS. Responsible for providing potential recipients information on eligibility, application, procedures, certifications, prevention of dual participation and store shopping and checkout procedures. Responsible for updating recipient records in a timely manner which meets the requirements of FNS. Responsible for maintaining all necessary distribution and inventory records, daily tracking reports and other records applicable to FNS criteria and standards. Responsible for performing office procedures and activities under supervision of Certification Supervisor. Conducting end of the month follow up with eligible clients that have not yet picked up food items. Maintains files and records in accordance with FNS regulations. Coordinates with other programs and services. Provides assistance in store when necessary and as time allows, facilitating delivery of food items. Other duties as assigned.
Minimum Requirements:	High School Diploma, GED or equivalent. Must have excellent communications skills and able to work with public. Must be familiar with computer programs and have experience. Experience with social work or related field.
Preferred Requirements:	Experience working in a similar environment.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	



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#### Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

#### Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.  
☐ Physical Exam Required

#### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock    | <input type="checkbox"/> Vibration                  | <input type="checkbox"/> Loud Noise                 |

#### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.